

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

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| Policy No.: 01-03 | Effective Date: 12/05/03 | Revision Date: 08/31/04 |
| Subject: Volunteers and Donations | | |

I. Policy Statement

Volunteers will be utilized to enhance and improve services and programs for juveniles in Juvenile Justice Services. A volunteer is considered a government employee for purposes of workers compensation, operation of motor vehicles or equipment, and liability protection and indemnification. Citizens, students and volunteers may not be used to replace staff. Donations will be used to further the mission and vision of the Division.

II. Rationale

The purpose of the policy is to establish guidelines for the recruitment and utilization of volunteers and donations.

III. Definitions

- A. "Volunteers" are persons (over 21 years of age) who provide help or a service to benefit juveniles in the custody or care of the Division.
- B. "Donations" are offerings or gifts provided by a person, business, or agency for programs and juveniles in the custody or care of the Division.
- C. "In-kind donations" are those tangible items other than money (donations made in the form of goods and services, rather than cash, and often made in the form of a concession or special privilege, e.g., tickets to a performance, or pizza).
- D. "Background Investigations (BCI)" are legal inquiries processed by The Criminal Investigations and Technical Services Division of the Department of Public Safety for illegal activity. A BCI is a careful inquiry into a person's past for information, which may be pertinent to the position.
- E. "Group volunteers" are those who offer a service without one-on-one access to a juvenile.

IV. Procedures

- A. Volunteers will be recruited through printed materials, volunteer fairs, volunteer center advertisement, word-of-mouth and personal invitation.

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- B. Volunteers shall complete an application, which meets all DHS guidelines, screening interview, and reference check to be conducted by Division designee.
- C. All volunteers shall submit their name, date of birth, social security number, and a copy of a driver's license or other identification to the Division or DHS for completion of a BCI criminal background screening. Individual applications and BCIs are not required for one-time or short-term events.
- D. Group volunteer projects and events must include the group application and sign-up sheet. The volunteering organization's leader is responsible for completing these forms.
- E. Volunteers shall attend a documented orientation/training prior to assignment. Volunteers agree in writing to the code of ethics, confidentiality, rights and responsibilities, and sexual harassment prevention guidelines as designated by Department and Division Policy. Additional training may be provided as needed.
- F. Paid staff members shall supervise volunteers at all times.
- G. Volunteers may perform professional services only when they are certified or licensed to do so, and must provide their credentials and or certification status with their initial application and as expiration requires thereafter.
- H. Donations accepted by the Division may be deductible, if given without controls. All donations are to be used to further the mission of the Division. Donations may not be accepted to meet the needs of staff.
- I. Designated program staff shall collect the necessary documentation to prepare monthly reports regarding volunteer activities. These monthly reports shall be submitted to the designated volunteer liaison. The reports shall be timely, and contain the number of volunteer visits, hours worked and donations totals. Designated staff will maintain accurate and current personnel records on each volunteer.

II. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

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This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date